

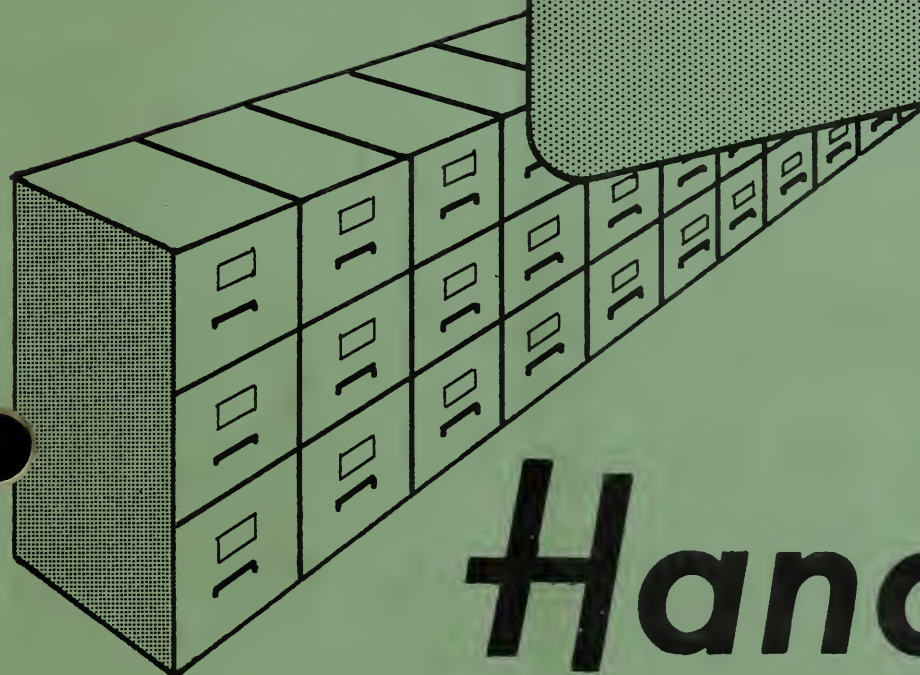
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# RECORDS FILING



# Handbook

FOR USE BY ALL  
FOREIGN AGRICULTURAL SERVICE  
FIELD OFFICES

U. S. DEPARTMENT OF AGRICULTURE  
FOREIGN AGRICULTURAL SERVICE  
Washington 25, D. C.  
January 1957

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FOREIGN AGRICULTURAL SERVICE  
RECORDS FILING HANDBOOK



A Subject-Numeric System of Selected Subject  
Titles Arranged Alphabetically  
for Use by  
Foreign Agricultural Service  
Field Offices

Administrative Services Division  
Assistant Administrator for Management  
January 1957





933073

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LIST OF EXHIBITS

- Exhibits A - Contact Reference Card
- B - Cross Reference Form
- C - Charge-Out Form





## I. General

### A. Purpose

The Records Filing Handbook provides basic principles and procedure for establishing and maintaining an effective records system within each field establishment. With the inauguration of the Attache Service, files of the Foreign Agricultural Affairs Officer, stationed at a foreign post, (FAAO/F), became a depository for the records of his activity. Because of this assigned responsibility it is necessary that these basic procedures outlined in the handbook be adopted at all FAAO/F establishments to maintain uniformity in the Agency records system.

### B. Authority

The Federal Records Act of 1950 (PL 754, 81st Congress) required the head of each Federal Agency to (1) establish effective controls over the creation, maintenance and use of its records; (2) to provide for the careful retention of its important records; and (3) to comply with mandatory procedures in effecting the prompt disposal of its unnecessary records.

### C. Definition of Records

Records are books, papers, correspondence, maps, photographs and other documentary materials (except library materials, stocks of publications, and stocks of processed documents) which relate to official business and which have been made or received by or on behalf of the Agency or its employees.

### D. Responsibility for Records Management

Records Management Branch, Administrative Services, Foreign Agricultural Service is responsible for over-all coordination and direction of the Agency's record program. It designates the agency's filing system, its records management policies and procedures, provides for records disposal authorizations, and maintains a records inventory and accountability control system.

The senior Foreign Agricultural Affairs Officer, normally the Agricultural Attache, is responsible for maintaining the records in his office and for seeing that the records meet the objectives of the Records Management program. The senior American secretarial employee, whose functional title is Administrative Assistant or Secretary, is generally designated by the Attache to be responsible for operation of the office records program.

### E. Objectives of Records Management Program

1. Maintenance of standards for the adequate documentation and preservation of FAAO field activity records having administrative, legal, research or other value.

2. Maintenance of efficient and uniform files and avoidance of unnecessary duplication.
3. Maintenance of record disposal authorization providing for the destruction, storage, or transfer of records which are not required for current office operations.
4. Maintenance of standards that will allow for the uniform use of the types and quantities of equipment and supplies to be used in records creation and maintenance.

## II. FILES TO BE MAINTAINED

The following files shall be maintained in the Foreign Agricultural Affairs Offices Field Officer (FAAO/F):

- A. Subject Files consisting of unclassified material
- B. Chronological Files (Optional)
- C. Names Index Files
- D. Information and Working Files
- E. Log Book

## III. CLASSIFIED RECORDS

Since security regulations require special handling and storage of all security classified material, provisions should be made for the segregation of all classified records from unclassified records throughout the entire filing system. The extent of physical protection and equipment available at the post will govern the location of the classified records. At some posts security regulations require that all classified files be physically housed in a special restricted security area. Segregation of classified records will make it possible for FAAO/F to make maximum use of local employees, therefore, report files may be more useful if security classified materials are submitted in separate and/or supplemental reports. (See FAS Field Instruction No. 15). All security classified material shall be filed by subject as outlined in the FILE CLASSIFICATION GUIDE. Where volume of classified material is small it may be filed chronologically.

## IV. RECORDS FILE CLASSIFICATION SYSTEM

### A. Explanation of the System

A filing system is a method of arranging records in systematic order to facilitate their future location and use. Within the offices of Foreign Agricultural Affairs Officer/F the principal, or usual need is to arrange records according to the subjects of the information contained in the records.



The "Subject-Numeric System of Classifying and Filing" as presented in this guide provides a system for effecting such an arrangement. This system is an adaptation of both the simple subject and numerical coding system. It is designed to bring together related materials within a framework that will reflect the organization, administration, and development of Agency programs. As indicated by its name the Subject-Numeric System is a simple alphabetic arrangement of major subjects known as primary subjects with any subject subdivisions or breakdowns designated by assigned numerals.

Specifically, primary subjects are indicated by title and represent the first breakdown of a group of general subjects. The secondary subject represents a further subdivision of the primary subject and is preceded by assigned numerals. The secondary subject may also be subdivided by the use of tertiary subjects. For example, the primary subject "REPORTING" is subdivided into several secondaries, one of which is entitled "SCHEDULES."

#### REPORTING

- 1 Appraisals
- 2 Instructions
- 3 Schedules

A document, therefore, concerning any phase of the scheduling of repetitive reports would be classified REPORTING 3 and placed in a folder of identical designation.

#### B. Uniformity Required

In order to standardize the maintenance of current FAAO/F records, to facilitate their eventual retirement, and to simplify the training of clerical personnel use of the Agency classification and filing system is required in all field offices. Because of the varying scope of the Agency's programs at different posts, some of the posts may not require all of the major subjects provided in the File Classification Guide, but it is intended that each major subject in the outline should be used if the need occurs. It should also be emphasized that a post should use only those detailed subject breakdowns which are warranted by the volume of material to be filed under a specific breakdown. Folders and guides are to be prepared for the subjects listed in the outlines only when used.

#### C. Chronological Files

Some Agricultural Attaches may find it expedient to establish chronological or reading files for the purpose of maintaining a constant check on all material prepared by him and his staff;

but with the exception of classified material, chronological files must not be substituted for the approved File Classification Guide. Before a chronological file is contemplated the physical limitations of typing an extra copy for this purpose should be determined. This file may take the simple form of inserting copies of all material in a single folder according to date or may take one of the following forms:

1. Files arranged according to type of documents, e.g., cablegrams, memoranda, reports, correspondence, etc. Each group may then be subdivided according to number, date or other arrangement. The subject matter of the documents has no bearing on this method of filing.
2. Files arranged alphabetically according to names of addressees and addressors. Such files might then be subdivided according to dates or types of documents. In any event, the subject matter of the documents does not affect their location with this type of file.

#### D. Name Index File

All posts shall maintain an alphabetical listing for all individuals important to the functions of the Foreign Agricultural Affairs Officer. An Index Card File arranged alphabetically by name of individuals, corporations, organizations, etc. may be maintained. It is recommended that Form FAS-R-8 be used for this purpose. (See Exhibit A).

#### E. Information and Working Files

All field offices will provide for the systematic assembly of statistical materials, newspaper clippings, Government actions and other related information that is being accumulated for use in the preparation of FAS reports. The maintenance of information and working files for other materials should be restricted to those that are absolutely essential for current operating purposes. Folders containing these materials will bear the same subject titles used throughout the filing system but should be subtitled "PENDING"--such as "GRAINS AND FEEDS - PENDING." These folders may be filed alphabetically according to subject title with their companion folders, or desk-filed by the responsible reporting officer. Whenever a considerable number of pending folders make up a sizeable portion of the file, it may be desirable to remove them from their normal alphabetical position in the subject file and place them in a more convenient location.

In offices where more than one person contributes to or uses the PENDING folders, they are to be placed in a location that is readily accessible to all users. These materials should not be retained in such files after the reports have been prepared and necessary action completed.



## V. FILING THE RECORDS

### A. Marking File Designation

The file classification should be written in the upper right margin of the first page of the document. This will assure correct filing as well as return to the correct file in the event the document is withdrawn for use at a later date.

In determining where to put a piece of material in the subject file, care should be taken in marking documents so that those pertaining to the same transaction are filed together under the same subject designations. When reading the material to determine what subject designation to use, if you find that there has been previous correspondence on the same transaction, you should see that the earlier papers are taken from the file and consolidated with the latest material.

- B. Mark Duplicate for Chronological File (if chronological file is being used) at the same time the file designation is placed on the subject file copy, by placing the same file designation by which the subject copy is to be filed, in the upper right corner of the duplicate copy.

### C. Cross Referencing

A cross reference is necessary when (1) a document can logically be requested by more than one subject, (2) more than one subject is contained in any one document, and (3) documents are transferred from one file to another. Careful selection of the subject classification under which the document is filed will minimize the need for cross references. Unnecessary cross references only add to the papers which must be handled when using a file.

#### 1 Cross Reference Forms

Extra copies of the documents, if available, should be used or USDA Form AD-170 "Cross Reference" should be prepared as shown in Exhibit B.

### D. File Folders

The general subject folders are arranged in the same alphabetical sequence as the subject outlines. Material should be arranged chronologically in each folder with the most recent date on top. One-third cut kraft folders are recommended. Such folders have tabs for labels which are 1/3 the width of the folder. The tabs are referred to as "First Position," "Second Position" and "Third Position," depending upon whether the tab is located on the left, center, or right side of the folder. First position folders are used for primary file subjects second, or center, position folders for secondary filing subjects; and third position folders for tertiary or lesser filing subjects.

## E. File Guides

Guides are used as signals to readily identify various segments of the file. They also serve to furnish support to the file folders and keep them erect. Like folders, guides have First, Second and Third Position tabs which are used in the same manner as described in D. The use of guides should not be overdone. They should be staggered at strategic points throughout the file to signal those folders which are in most frequent usage.

## F. Charge-Out Forms

It may be advisable in larger posts where Embassy personnel use attache folders to have a charge-out system. This system will provide control of documents removed from file by identifying the document and the person to whom charged. The system should be kept as simple as possible. File Charge-Out Card, Form AD-234 (Exhibit C) is recommended for a control system. The card is substituted for the material removed from the file. The card should be placed in the exact file location of the document or folder which it replaced. The card projects above the folders in order to act as a flag for re-filing borrowed papers, and to furnish a visible check on all records which are out of file. A supply of charge-out cards may be obtained by requisition from FAS/W.

## VI. FILE CLASSIFICATION GUIDE

The File Classification Guide contained in this handbook is divided into four sections identified as follows:

Section A - Administration

B - General Reporting

C - Market Development and Trade Programs

D - U. S. Agricultural Surplus Disposal Programs

Each Section of the File Classification Guide contains a group of alphabetically arranged primary subject titles with related secondary and tertiary subdivisions, representing the functional responsibilities of the Agricultural Attaches. Materials relating to the internal administrative and housekeeping activities of an office, or certain general topics not sufficiently voluminous in subject matter to require the detailed subject subdivisions of one of the other sections, are classified and filed under Section A. The general reporting activities of the FAAO/F are covered by Section B and the program responsibilities by Sections C and D. Detailed explanations and descriptions are found at the beginning of each section.



This section of the File Classification Guide contains subject titles intended for the classification of correspondence and other documents pertaining to the internal administrative or facilitating (housekeeping) operations of the Foreign Agricultural Affairs Officers. There are included also subjects (1) that are generally applicable to all or many organizational elements of the Foreign Agricultural Affairs Officers, or (2) that cover certain program activities not appropriate for inclusion in the other three sections.

<u>Subject</u>	<u>Explanation</u>
AGREEMENTS (Administrative)	Agreements between U. S. government agencies arranged according to name of organization.
1 State-Agriculture	
CONGRESSIONAL	File Congressional correspondence by subject and cross-reference to Congressional arranged A-Z by name of Congressman (See FAS Field Inst. No. 8).
1 Visitors	
COMMITTEES	The organization of and assignment to etc. - For records of committee meetings see MEETINGS.
COMMUNICATIONS	Pertains to material regarding all types of communication facilities and services. (File cables by appropriate subject and programs.)
1 Operation Memorandum (FAS Instruction No. 29)	File chronologically.
FISCAL	Material pertaining to the maintenance of accounts for all funds for which the FAAO/F is responsible, including General Authorization, deposits, allotments of foreign currency, obligations, etc. Breakdown by types of funds if volume warrants.
1 Accounting	
1-1 Account Current Form FS-466	

## FISCAL - cont'd.

1-2 Monthly Report of Obligations  
and Expenditures  
(Form DS-910 revised)

## 2 Administrative Support

Material pertaining to the estimates of the amount paid to Department of State by FAS for services furnished to the Attache by State at the Post.

3 Allowances - Representation,  
Quarters

## 4 Budget - estimates

5 Reports  
(Record of Obligation FAS  
Field Form - 1)

File by title of report.

## 6 Time and Attendance

## 7 Vouchers

Generally only - classify and file actual voucher under specific subject-Equipment and Supplies, Travel, etc.

## PROCUREMENT &amp; PROPERTY

Includes requisitions, purchase orders, inventories, including transfer, etc.

## INFORMATION - PUBLIC RELATIONS

Material regarding the general informational activities of the Agricultural Attache Service and the Department and its relations with the public, including the dissemination of information through the use of publications, exhibits, graphs, films, recordings, press and radio.

Also for material regarding the acquisition and distribution of publications such as leaflets, pamphlets, periodicals, published articles, etc. (Supply of publications for distribution should not be kept in this file.)

## INFORMATION - PUBLIC RELATIONS - Cont'd.

1 Criticisms and Complaints

2 Exhibits, Fairs and Expositions

Local

3 Invitations

4 Publications

File correspondence and related material on specific publications by subject when possible. Otherwise, arrange REFERENCE LIBRARY, (Material) by type of publication & subject; filed numerically and alphabetically.

## 4-1 Subscriptions

5 Photographs

File by subject when possible. When necessary to segregate photographs from other material in the subject file, the classification "Photographs" is used as a further breakdown.

EXAMPLE: Osaka Trade Fair-Photographs. If a separate file composed exclusively of photographs is maintained, the use of the classification "Photographs" is unnecessary.

6 Routine requests for information and/or publications

(Letters considered of value requiring tabulation or research of data will be classified and filed by the specific subject to which they pertain.)

7 Special Events

8 Speeches (lectures - statements)

Speeches made by members of the Department.

9 Unusual letters (anonymous - crank)

## INTERNATIONAL COOPERATION

General correspondence on cooperation, integration, etc. - agricultural, economic, or other.



## INTERNATIONAL COOPERATION - Cont'd.

## 1 Training

Include only Foreign Nationals of interest to Agriculture (individuals and teams) coming to the US for training, study and observation. File all material relating to an individual participant or trainee here. Arrange A-Z by name of participant.

## LEGISLATION/ USA

File here such material as Executive Orders, Acts, Bills, Resolutions, Public Laws, and Government Regulations-U. S. Legislation regarding specific programs or functions should be classified under pertinent subject. EXAMPLE: PL-480 - Agricultural Trade Development and Assistance Act.

## MEETINGS

Material regarding Attaches' regional meetings; international conferences, congresses, conventions, invitations; programs, minutes, reports, and appointment of delegates and observers. Also, material on meetings in general, such as staff, area, national and other meetings. File by title and date of meeting.

## 1 Schedules

Lists of meetings scheduled for future dates.

## 2 Request for authorization to attend meetings.

## ORGANIZATION - MANAGEMENT

For material regarding management surveys, studies, recommendations, policies, planning, inspections, and continuing programs of a general nature.

## 1 Procedures (Instructions)

FAS or Agricultural Attache issuances, instructions, notices, etc. File instructions by number, notices chronologically.

## ORGANIZATION-MANAGEMENT - Cont'd.

## 2 Organization

Material relating to organization patterns of agencies in the Department of Agriculture and other U. S. Government Agencies. Arrange A-Z by name of Agency.

## PERSONNEL

Official Personnel folders on U. S. personnel are maintained in Washington, D.C.; for local employees are maintained in the Post Administrative Section. If necessary to keep current working materials relating to individual employees, file in separate "name" folders.

## 1 Classification

Grades, Job descriptions, etc.

## 2 Staffing Pattern

## RECORDS MANAGEMENT

Use for material regarding policies, programs, procedures and related matters pertaining to creation, maintenance and disposition of records.

## REPORTING

## 1 Appraisals

## 2 Instructions

General subject. File single-time instruction under commodity or subject heading in Sec. B. Cross-reference here.

## 3 Schedules

## 4 Reviews

## TRAVEL

## 1 Local

## 2 Itineraries - Reservations

## 3 Visitors

To Agricultural Attaches' offices by persons representing agencies or firms including FAS. For members of Congress or Congressional Committees see CONGRESSIONAL-1.



This section of the File Classification Guide contains copies of required and voluntary reports falling within the scope of the Repetitive Reporting Schedule and cablegrams, correspondence, and miscellaneous material needed for records of action and other activities pertaining to respective items in the reporting schedule. This file should be arranged alphabetically, using the identical master titles designated in the Reporting Schedule for the post. Most posts will find it necessary to add additional titles as indicated in the instructions for "alert" reporting. Some of these titles will be found in the illustrated filing procedure for this Section (B). Only unclassified material is to be included in these files (see Paragraph III).

The above materials should be filed in separate folders identified with the section symbol B and the Roman numerals I or II as follows:

B-I) containing required and voluntary reports, and

B-II) containing cablegrams, the original incoming communication and the initialed blue copies of outgoing correspondence, memorandums and miscellaneous material.

The identifying symbols shall prefix the subject title on the folders e.g. B-I Grains & Feeds

B-II Grains & Feeds

As indicated above, "B-I" folders are to contain copies of reports. In instances where folders are used in the presence of callers a limited amount of reference material may be included. As the original (white) copy of all reports is forwarded to Foreign Agricultural Service/W, the latter becomes the official depository for all material in this category. While this relieves the field office of acting as a depository for reports, it does not relieve them of the responsibility of maintaining adequate reference files.

Reports if properly titled will indicate under what subject they are to be filed. Thus a report on corn entitled "Grains and Feeds--Corn" would be filed in the Grains and Feeds folder. In instances where the reports relating to a given commodity such as corn assume sufficient volume to necessitate handling separately, it may be advisable to establish a supplementary folder entitled "Grains and Feeds--Corn."

The "B-II" folders, with few exceptions, contain the record materials of the FAAO/F. Therefore, the FIELD OFFICE becomes the official DEPOSITORY for all material to be included in the "B-II" folders and their contents must be held, sorted, destroyed, or forwarded to records depositories in accordance with designated procedure. Due to the importance of these folders and the necessity of withholding their contents from unrestricted view even though they contain no classified material, these folders should be identified by a distinctive colored folder label as an alert to the end user.



Subject

## AGRICULTURE - GENERAL

File materials relating to Cooperatives; Crop Estimating (includes organization, program and methodology) Soils; Technology (includes Farming, fertilizers and Insecticides); etc., except where such materials are too voluminous to be included in the overall subject folder - see specific illustrated breakdown outlined 1 thru 4.

- 1 Cooperatives
- 2 Crop Estimating
- 3 Soils
- 4 Technology
  - 4-1 Farming
  - 4-2 Fertilizers-Insecticides

## AGRICULTURAL POLICY

File materials relating to policies and programs in Agriculture that directly or indirectly may affect U. S. trade in Agricultural products, e.g. Credit; Export and Import Programs; Land; Marketing and Production programs.

## AGRICULTURAL SITUATION

Include Census reports, Crop Reports (crop forecasts, estimates, conditions, and weather).

## CACAO

## COFFEE

## COTTON

- 1 Cotton Yarn
- 2 Synthetic

## DAIRY

## 1 Products

## DISEASES

Include quarantine regulations and sanitary laws, importation, eradication and control. File by subject when possible and cross-reference here.

## 1 Animal

Establish separate file by name of disease when volume warrants as follows:  
1-1 Bangs Disease (Brucellosis)  
1-2 Foot-Mouth Disease (Rinderpest)

## 2 Plant

## ECONOMIC INFORMATION

General economic information relating to agriculture. Material relating to specific commodities file by Commodity.

## 1 Contributions to Economic Reviews and Summaries

## FATS &amp; OILS

## 1 Olives &amp; Olive Oil (Where applicable)

## FIBERS, Vegetables

Other than cotton or synthetic

## FOREST RESOURCES

## FRUITS

## 1 Citrus

## 2 Deciduous

## 3 Dried

## 4 Fruit Products

Include juices, concentrates, wines, etc.

## GRAINS &amp; FEEDS

If volume warrants, breakdown by principal grains and grain products produced in area.

## HOPS

Includes beer.

## INSECTS

## 1 Animal

## 2 Plant

## LIVESTOCK &amp; MEAT

Breakdown by types of animals and/or by types of products if volume of material warrants.

## NAVAL STORES

## NUTS

## POULTRY &amp; EGGS

## PRICES

General only. Wholesale and retail prices, quotations materials pertaining to distribution sales, method of marketing, etc., of commodities file under specific commodity.

## SEEDS

## SPICES

## SUGAR

Breakdown by types of products or by-products including molasses, alcohol, rum, etc., if volume of material warrants.

## TEA

## TOBACCO

## VEGETABLES

## WOOL



This section of the File Classification Guide contains subject titles intended for the classification and filing of correspondence, reports and other documents relating to marketing and trade developments, general economic analysis and similar subjects.

<u>Subject</u>	<u>Explanation</u>
AGREEMENTS	File basic Agreements under INTERNATIONAL AGREEMENTS
1 Bilateral	
1-1 Mutual Assistance	
1-2 Trade & Payments	
1-3 Treaties, Commercial	
2 International	File by subject of Agreement
2-1 ICAC - Cotton Agreement	
2-2 Sugar Agreement	
2-3 IWA - Wheat Agreement	
2-4 GATT - General Agreements on Tariffs and Trade	
COMMODITIES PROMOTIONAL ACTIVITIES	
1 International Trade Fairs	
2 Sampling and Demonstration Operations	
3 Trade Information	
EAST/WEST TRADE	Include all control lists such as IA and IB lists
FOREIGN TRADE POLICY - USA	
FOREIGN EXCHANGE & FINANCE	Exchange Rates (includes "Devaluation")
INTERNATIONAL ORGANIZATIONS	General subject only. Named organizations file by name of organization. Specilized organizations file by subject. EXAMPLE: POOLS-Schuman Plan.
1 IBRD - World Bank	
2 IFAP - International Federation of Agricultural Producers.	
3 IFC - International Finance Corp.	
4 FAO - Food & Agriculture	

## POOLS

Combining commodities and other resources into a common fund or supply. File by name of Pool or Plan.

1 Green Pool

2 Schuman Plan

## SEC 104 (a) PROJECTS

Material relating to the policies and procedures including correspondence for the initiation, development and implementation of foreign currency market development projects. File project and program agreements by Project number, Commodity, and/or Title. EXAMPLE: 2-5-57-TOBACCO-1.

1 Export Promotion Instructions

Include copy FAS Operations Memos No. 7 and 17.

2 Reports

Include progress report from the cooperator.

2-1 Evaluation Project Activity  
(Quarterly)

TARIFFS & CUSTOMS  
(USA & Country Assigned)

General only. Laws, regulations, organization, negotiations, complaints. File material relating to specific commodities under the Commodity.

TRADE LIBERALIZATION & RESTRICTIONS  
(USA & Country Assigned)

Import and Export licensing; taxes and subsidies, foreign exchange, regulations, liberalization announcement. File material relating to specific commodities under the COMMODITY.

This section of the File Classification Guide contains subject titles intended for the classification and filing of correspondence, reports and other documents relating to the U. S. Surplus Disposal Programs.

Subject

PL 480 - - AGRICULTURAL TRADE DEVELOPMENT AND ASSISTANCE ACT

- |   |   |
|---|---|
| 1 Title I - Sales for<br>Foreign Currency               | File data relating to legis-<br>lation, policies, procedures,<br>etc., except where such<br>data confines itself to a<br>more specific phase of over-<br>all subject - (see specific<br>breakdown) below:                           |
| 1-1 Agreements (Country)<br>(Country to which assigned) | File negotiation instructions<br>and agreement. This is the<br>basic overall country agree-<br>ment with negotiating in-<br>structions and background<br>information leading up to<br>the approval and signing<br>of the agreement. |
| 1-2 FAS 480-1   | Application for surplus<br>agricultural commodities.  |
| 1-3 Forms 480-A   | Authority to Purchase and<br>Authority to Procure Ocean<br>Transportation.  |
| 1-4 Report of Operations<br>(FAS Field Instr. No. 5)    | Include report from foreign<br>government.  |
| 1-5 Field Information Summaries                         |   |
| 1-6 Purchase Authorization<br>Announcements             |   |
| 2 Title II - Famine Relief & Other<br>Assistance        | (ICA has the responsibility<br>of administering this Act)   |
| 2-1 Commodities Available                               |   |



3 Title III - General Provisions

3-1 Sec. 416 - Relief Assistance

Include reports by government, ICA, cooperating organizations, etc.

3-1-1 Voluntary Agencies

Establish files by agencies as appropriate.

3-2 Sec. 303 Barter

CCC SALES AND CREDIT PROGRAMS

1 CCC Monthly Sales List

2 CCC Stocks (Bi-Monthly Report)

3 CCC Credit Sales Program

4 Sales Announcement



# EXHIBIT "A"

FAS R-8  
FEBRUARY 1957

## CONTACT CARD

NAME		DATE
POSITION AND/OR OCCUPATION		
BUSINESS ADDRESS		BUSINESS TELEPHONE NO.
HOME ADDRESS		HOME TELEPHONE NO.
POSTAL ADDRESS		
ENGLISH YES <input type="checkbox"/> NO <input type="checkbox"/>		ATTITUDE <input type="checkbox"/> EXCELLENT <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> POOR

NOTES (Other connections stating cross file, if any.  
Also alerts on security, W.T.D., etc. indicate by symbol.)

- NOTE: 1. Card to be filed in **NAME INDEX FILE** arranged alphabetically by name of individuals, corporations, organizations, etc.
2. A supply of Contact Cards may be obtained by requisition from FAS/W.



Date of letter

DATE: 10-1-56

CROSS REF: FATS & OILS

Additional subjects under which  
this cross reference will be  
filed in Subject File

POULTRY

Name and address of person  
to whom letter is addressed

TO: Mr. John Doe, Agri Attache

Name and title of person  
who signed the letter

FROM: Mr. John Smith, Asst Admin

SUMMARY: Request info re possibility for increasing imports into Colombia  
of liquid edible oils and eggs both through dollar purchases and  
also P.L. 480 programs

Brief summary to  
identify letter

FILED: PL-480 1

REMARKS:

Subject under which correspondence  
is filed in Subject File





## CHARGE-OUT CARD







